

Bradbury Associates/Gossage Sager Associates
4545 Wornall Road, Ste. 805 Kansas City, MO 64111
816.531.2468

February 17, 2016

Holly Carroll, Executive Director,
Poudre River Public Library District
301 E. Olive Street
Fort Collins, CO 80525

Proposal: Library Executive Director Search

Thank you for contacting us about the possibility of Bradbury Associates/Gossage Sager Associates assisting the Poudre River Public Library District in its search for your new Library Executive Director. We are pleased to submit the attached proposal for the Board's consideration.

We think you will find us a great match for your Library Executive Director search. In order to help you quickly evaluate our services and the services you are seeking, I have addressed key search components below. Our full proposal outlines our services much more completely.

Market your position, the Library, & the community

- Each search is tailored to the specific library and its community-first site visit to meet with staff, Board, Search Committee & community constituents
- Recruit and build the candidate pool from scratch
- Design announcement and post position in 55+ professional sites
- Create a website on our page devoted to the Library and the Fort Collins region
- Develop a pool of 15-20 qualified candidates meeting criteria

Evaluate & Recommend the List of Qualified Candidates

- Candidates must submit a cover letter, resume and completed questionnaire
- Phone conversations with each qualified candidate
- Share all candidate documents on Dropbox with Search Committee
- Meet with Search Committee to discuss candidates/select 6-8 semifinalists for first round of interviews

Reference Checks & Background Check

- Three reference checks/finalist
- Phone conversations with each reference; full report to the Search Committee
- Electronic/Internet searching
- "Street reconnaissance"
- Offer is contingent on successful background check

Coordinate & Assist with Interview Process

- Bradbury Associates is your staff team
- Facilitate logistics of semifinal interviews & final interviews
- Schedule interviews, prepare draft questions, evaluation tools
- Notify candidates of where they are in the process
- Media contact if needed

Coordinate & Assist with Offer & Negotiation

- Consultant fee is a flat fee; no conflict of interest
- Assist with establishing a hiring range at the beginning of the search
- Offer letter, background waivers, final acceptance

Coordinate & Assist with Post-Hire Support

Our proposal is intended as a starting point only. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes recent references. We have outlined our full service search, but we can usually tailor our services and fees to meet the needs and budget of most libraries. The search schedule outlined is illustrative only to give you a sense of the time frame required to complete a successful search.

This proposal is the quoted fee for the outlined scope of service including advertising costs and a single background check and is valid for a period of one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

Jobeth and Dan Bradbury (Electronic Signature■)
jobethbradbury@gossagesager.com; danbradbury@gossagesager.com

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4545 Wornall Road, Ste. 805 Kansas City, MO 64111
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EXECUTIVE DIRECTOR SEARCH- POUDBRE RIVER PUBLIC LIBRARY DISTRICT

FIRM BACKGROUND AND QUALIFICATIONS:

Bradbury Associates/Gossage Sager Associates (Bradbury Associates LLC dba Gossage Sager Associates) is owned and operated by Dan and Jobeth Bradbury. The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates, LLC (an Illinois corporation) in July of 2000. During the last quarter of 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized as a Missouri LLC. Legally, the firm qualifies as a WBE (Woman-owned Business Enterprise). Since 1983, the firm has successfully completed more than 160+ national executive searches for academic, special, and public libraries.

Current Clients:

- Hartford Public Library (CT)
- Downers Grove Public Library (IL)
- Lafayette Public Library (LA)
- Kent District Library (MI)
- Branch District Library (MI)
- Natrona County Public Library (WY)
- York County Libraries (PA)

These current searches are in various stages with some being completed within the next month.

In each of these engagements, we have performed a scope of work similar to that which is proposed for the Poudre River Public Library District.

PARTIAL LIST OF RECENT PAST CLIENTS

Denver Public Library (CO)
Las Vegas Clark County Library District (NV)
Boulder Public Library (CO)
Metropolitan Library System (OK)
Providence Public Library (RI)
Public Library of Youngstown & Mahoning County (OH)
Stark County District Library (OH)
Crown Point Community Library (IN)
Ohio Township Public Library (IN)
Indianapolis-Marion County Public Library (IN)
Sonoma County Library (CA)
Henderson Libraries (NV)
Tulsa City-County Library District (OK)
Des Moines Public Library (IA)
New Canaan Library (CT)
Wilton Library (CT)
Fairfield Public Library (CT)
Crandall Public Library (NY)
Mid-Hudson Library System (NY)
Muskegon Area District Library (MI)
Kent District Library (MI)
Omaha Public Library (NE)
Gwinnett County Public Library (GA)
Winter Park Public Library (FL)
Mobile Public Library (AL)
East Baton Rouge Parish Library (LA)

SCOPE OF SERVICES & METHODOLOGY:

If Bradbury Associates/Gossage Sager Associates is selected to assist you in your search for a new Executive Director, our first step is to understand your needs as thoroughly as possible.

- Board/Search Committee Attributes Survey
- Initial meeting on site with the search committee, Board, staff & key stakeholders to understand the Library's distinctive organizational culture, mission and present concerns
- Review and recommend updates/revisions to existing job description
- Self-directed tour of the libraries and the community

SEARCH SCHEDULE:

Our second step is to review our process with you to determine whether any changes to our initial proposal may be needed to satisfy your specific requirements.

- Review & finalize a search schedule listing key tasks & completion dates
- Standard full search takes 3-4 months to complete

Assuming that selection of the search firm is finalized, a contract awarded and a preliminary meeting with the Library occurs in March 2016, a realistic date for the successful completion of the process under the standard search process would be June 2016 with the new Executive Director reporting four to six weeks later. However, we can generally customize the search schedule to have your new Executive Director "on board" at the appropriate time. A **sample schedule** illustrating the major steps conducted over the proposed time frame is attached.

MARKETING:

Once the search schedule is determined, we will finalize an advertising/ marketing plan to stimulate greater awareness of the opening. We begin each search as a blank canvas and generate a fresh list of prospective candidates.

The **advertising/marketing plan** includes:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media and networking
- Advertising on 55+ professional library and nonprofit sites
- A dedicated page for the position on Bradbury Associates/Gossage Sager Associates with a supplemental page of links to library documents & information about the Fort Collins area
- Distribution to 1100+ library colleagues through our professional newsletter

RECRUITMENT STRATEGY:

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment

firm. We start with a network of outstanding members of the library profession whom we know; and based on their suggestions and nominations, we broaden our search.

DIVERSIFYING THE APPLICANT POOL

Bradbury Associates/Gossage Sager Associates knows the library profession and we realize that both females and minorities are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both females and minorities are represented in our candidate pools. We place announcements in a number of culturally diverse library-related websites and/or ListServes—BCALA (Black Caucus of the American Library Association) website, REFORMA, APALA (Asian Pacific American Librarians Association), CALA (Chinese American Librarians Association), etc. and actively seek leads and recruit both minorities and females. We are typically successful in producing a pool that includes both females and minorities.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the Board/Search Committee and cooperate with the Library or City's Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting, if this is part of the Library's process.

If a prospective candidate declines our invitation to apply, we will ask him/her to identify other individuals who have the required qualifications. We have found this process is important regardless of the size or type of library organization—and it is particularly important for identifying and attracting culturally diverse candidates.

Announcements in the library media start the process, but the best candidates usually must be

asked. In our previous searches, we have personally contacted 350+ potential applicants for positions resulting in 15-20 qualified candidates for each position.

COMMUNICATION:

Throughout the search—and especially during the candidate identification phase--we will send regular, complete updates on our progress to the Search Committee. We'll share candidate feedback, adjust our search strategies as needed, convey challenges and share any additional information gleaned during the process.

PRELIMINARY INTERVIEW SCREENING:

- Bradbury Associates/Gossage Sager Associates interviews all qualified candidates via Skype or phone as part of the initial screening process.
- The results of these interviews shared with the Search Committee—we consider it essential to being able to stand behind every individual we refer to you for a semi-finalist or finalist interview.
- All candidate documents (cover letter, resume, and questionnaire) are uploaded to Dropbox for the Search Committee.
- Other documents include a complete candidate list and a qualifications comparison matrix for the Search Committee’s review.
- Bradbury Associates/Gossage Sager Associates meets with the Search Committee (**second site visit by consultants**) and presents a list of recommended candidates and a discussion of each individual.
- Working with the Search Committee, 6-8 semi-finalists are selected and invited to interview via Skype for the preliminary round of interviews.
- We advise our clients to see as many as feasible (generally 6 to 8) so that they have a sense of the scope and diversity of candidates actively interested in their position.

CANDIDATE ASSESSMENT—SEMI-FINALIST AND FINALIST INTERVIEWS:

As noted earlier, we recommend a two-step interviewing process; the first round usually consists of the Search Committee interviewing six to eight semi-finalist candidates and then selecting three or four finalist candidates to be interviewed again by those involved in the final decision making process. The finalist interviews usually occur two or three weeks following the semi-finalist interviews. The inclusion of two rounds of interviews represents our standard search process; however, if the Search Committee wishes to move more quickly based on the strength of the pool, the semi-finalist round of interviews may be eliminated and only a single round of finalists’ interviews can be held on-site.

Bradbury Associates/Gossage Sager Associates provides customized support during the semifinal (**third site visit by consultants**) and final interview (**fourth site visit by consultants**) sessions:

- Draft of interview questions for both sets of interviews
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding approaches, techniques and possible pitfalls.

- We are present as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client’s perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.

In short, we interact with you in whatever ways you find helpful during the critical time when key decisions need to be made. Selecting your new Library Executive Director is a crucial decision that could well affect the Poudre River Public Library District and the region for many years to come.

CHECKING REFERENCES:

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference checks for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates. We believe that oral interviews with a candidate’s references are far superior to letters of reference.
- We prepare brief reports paraphrasing reference-derived information. Nuances and “reading between the lines” gives our clients more realistic impressions of the strengths, and possible weaknesses, of finalist candidates.
- Because we maintain active contacts within the profession and many of our associates are working professionals, we are often able to provide less formal assessments (street reconnaissance) of a candidate’s strengths and weaknesses and any areas still in need of development. Such informal reports are often vital to the decision-making process.

BACKGROUND CHECKS

If you wish to have a pre-employment background check conducted on a finalist, we will engage an experienced investigative firm to verify academic credentials, and review driving records, and research county and federal district court records for prior or current criminal or civil cases. This will require a release by the candidate(s). Generally, background checks cost \$350-\$450 per person, depending upon the period and the number of jurisdictions to be researched. We will work with the agency and provide a written report of the research findings for the Library. Our flat fee includes a single background investigation.

HANDLING THE DETAIL WORK:

Throughout the recruitment and selection process, Bradbury Associates/Gossage Sager Associates handles almost all of the detail work—and there is a substantial amount, considering that there are commonly 20 to 30 or more potential candidates for an attractive position.

- We are your staff team throughout the process.
- We recommend that all application materials be addressed to Bradbury Associates/Gossage Sager Associates so that consistency and comparability can be established and any omissions can be identified—we assume the responsibility to see that everything is done completely and correctly.
- We will acknowledge receipt of all applications and provide copies of all the documents to you at a scheduled time.
- As noted above, we will schedule and conduct screening interviews with all candidates who meet the basic requirements determined by the Search Committee
- We coordinate with Library staff to make arrangements for semifinalist and finalist interviews and are a part of that final process.
- We are also frequently asked to conduct final negotiations on behalf of the Library -- and we are pleased to do so.

We notify candidates not selected at the appropriate time(s) during the process and we keep in touch periodically with your designated contact person so that you know where we are in the process. We also submit written progress reports throughout the process and at the end of major stages in the search—after the intake closing date; after the interviewing/screening work has been accomplished and after a preliminary list of the most viable candidates is determined.

OUR GUARANTEE

Once the new Executive Director is selected and appointed, if he or she leaves the position— either voluntarily or non-voluntarily—within the first year after appointment, Bradbury Associates/Gossage Sager Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

ABOUT THE CONSULTANTS AND OFFICE LOCATIONS:

One of the major advantages in engaging Bradbury Associates/Gossage Sager Associates is that we bring a team of library professionals with search firm expertise to the process. If selected to assist the Poudre River Public Library District in its search for a new Executive Director, the following consultants would be engaged in the project. Their roles and a summary of their qualifications follow:

Dan Bradbury, [Managing Partner](#), serves as project co-director and primary contact for the engagement assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Dan has worked as a search consultant for the past eleven years and previously has over 30 years of successful experience as a library director, including nineteen years as Director of the Kansas City (MO) Public Library District. During his tenure in Kansas City he reorganized/rebuilt the branch system, established two public/private partnerships for the creation of new facilities and initiated a successful capital campaign and construction projects for a new Central Library. Prior to coming to Kansas City, he served as Director of the Janesville (WI) Public Library and the Rolling Hills Consolidated Library (a two county system) in St. Joseph, Missouri; he also served as Associate Director for Branch and Extension Services at the Waco-McLennan County Library in Waco, Texas. He received a Distinguished Graduate Award from Emporia's School of Library and Information Management in 1985; *Library Journal* named him as Librarian of the Year for 1991; the University of Missouri-Kansas City granted an Alumni Achievement Award to him in 2001; and the Greater Kansas City Council on Philanthropy named him Non-Profit Executive of the Year in 2003.

Jobeth Bradbury, [President/Owner](#), serves as project co-director and primary contact for the engagement assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. She has worked as a search consultant for the past seven years, and was, most recently, the Library Director at the North Kansas City Public Library/High School Media Center. During her ten years at North Kansas City, she was the project co-lead in the Library's Building Project and also one of the Project Managers in facilitating the Combined Public Library/High School Media Center Project. She also worked closely with elected officials and with the business community. Prior to coming to North Kansas City, she served as Library Consultant, Northeast Kansas Library System; Adult Services Department Chair, Kansas City, KS Public Library and Associate Director, Rolling Hills Consolidated Library, where she participated in a successful tax levy campaign. In addition to her public library experience, Jobeth taught for the University of Missouri's Masters in Library Science program—courses included Collections Management, Public Libraries, and Reference.

Karen E. Miller, [Managing Consultant](#), serves alternate contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide-ranging public library experience, from rural library directorships to branch management to

administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is a member of the Ohio Library Council, American Library Association, and Public Library Association, as well as a member of the Plain Township Rotary, and a volunteer for the Pro Football Hall of Fame Enshrinement Festival held each year in Canton, Ohio.

ASSOCIATE CONSULTANTS:

One or more of the following consultants (depending on the final schedule and availability) will be utilized to help support specific tasks during the project or utilize their special skills:

Thomas Dillie serves as **associate consultant** assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Tom is currently Director of the Minerva Public Library (Ohio). Tom's earlier experience as a book store employee in Urbana, IL led to the completion of a Master's in Library Science at the University of Illinois at Urbana-Champaign. His first professional library position was as Adult Services Librarian, Wadsworth Public Library in Ohio. He was subsequently hired as a branch manager for the Greene County Public Library, Xenia, Ohio and became Assistant Director in 2006. Tom joined the Minerva Public Library in 2008 as Director. Tom is a member of the SEO (Serving Every Ohioan) Library Consortium Advisory Committee. He brings a variety of experience in both single-building and multi-branch libraries in both rural and urban settings.

Susan McBeth serves as an **associate consultant** assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Susan has been the Library Director for eight years at the Nevada (MO) Public Library. Prior to that appointment, Susan had twelve years of progressively responsible experience as Executive Director of a large non-profit organization, The National Conference of Christians and Jews—currently known as The National Conference for Community and Justice. Susan has demonstrated excellence in executive board development, staff management and development, seminar design, grant writing, fund development, event planning, and public speaking. She has twenty years of experience in training and development in human relations.

OFFICE LOCATIONS AND CONTACT DETAILS:

Bradbury Associates/Gossage Sager Associates has consultants and offices in the following cities:

Bradbury Associates/Gossage Sager Associates
4545 Wornall Road, Suite 805; Kansas City, MO 64111

Bradbury Associates/Gossage Sager Associates
3513 E. Harvard Blvd.; Canton, OH 44709

FEE PROPOSAL AND OPTIONAL BILLABLE EXPENSES:

Bradbury Associates/Gossage Sager Associates' total fee for executive search services (including all consultant expenses) in traveling to Fort Collins is a flat fee of \$24,000. A retainer of \$4,000, which helps defray our up-front expenses, will be paid to us upon approval of the agreement and subtracted from the invoice at the end of the search. This amount will be invoiced upon completion of the search, payable within 30 days of the selected candidate's acceptance of the client's offer.

- **Expenses included within our fee:** (1) All transportation, including lodging and meals, for the assigned consultant(s) to travel to Fort Collins for meetings with the Library staff and others (up to four trips for assigned consultants, depending on scheduling and availability); (2) all consultant pre-screening interview expenses including travel; (3) phone/videoconferencing charges; (4) all standard office expenses (clerical support, local telephone, supplies, etc.); (5) advertising costs based upon our marketing plan which provides excellent exposure to the library community; and (6) a single background check (\$350-\$450) on the chosen candidate.
- **Optional billable expenses—Additional Consultant Services:** In some prior executive searches, Bradbury Associates/Gossage Sager Associates have been called upon to facilitate staff or community forums for candidates, conduct surveys or focus groups, coordinate informal meetings between candidates and Search Committee members, participate in conducting tours, etc. Any and all such services are available, but to the extent that they are outside the normal scope of services as outlined in the proposal and/or cannot be accomplished within a scheduled overnight stay, such additional time is billable at a rate of \$1000 per day per consultant inclusive of travel expenses.
- **Adjustments/Discounts:** The proposed fee covers the outlined scope of services and deliverables contained in this proposal. If you do not wish to have Bradbury Associates/Gossage Sager Associates' participation in either the semi-final or finalist interviews, or if you decide not to conduct a semi-final round of interviews, then the final fee will be reduced by \$1,000 per interview round. We would, however, recommend that you include the full scope of services outlined, as this has proven to produce the most satisfactory results in previous engagements. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.
- **Candidate expenses:** It shall be the client's responsibility to reimburse candidates they have selected for an interview(s) in Fort Collins for their travel expenses. Candidate expenses will vary considerably depending on point of origin, length of stay and the amount of lead time allowed for booking airfare—a reasonable estimate might be \$800-\$1,200 per candidate inclusive of airfare, meals, hotel expenses, and rental car.

ADDITIONAL INFORMATION

Bradbury Associates/Gossage Sager Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Five consultants are regularly engaged in the executive search work of the firm and special consultants are utilized to respond to the requirements of a specific engagement.

In all engagements, Bradbury Associates/Gossage Sager Associates works exclusively for the client library/system, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

Bradbury Associates/Gossage Sager Associates carries Recruiters Professional Liability insurance, Business Liability (including Hired/Non-Owned Auto Liability) and Workers Compensation coverage sufficient to satisfy most municipal and state vendor requirements for executive search services.

We believe, by our site visits, learning about the community and the institution, and working closely with the key stakeholders, we bring value to the search process and have achieved a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée to library leaders that generalist firms simply cannot provide.

FORM OF FINAL AGREEMENT:

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with the simple agreement addendum (see Attachment III).

In addition to specifying any changes in scope or approach a client may desire, our professional liability insurance carrier requires us to include paragraphs 4, 5, and 6 in any agreements or contracts we execute—and paragraph 7 should give ample assurance to the client that the Library is in the driver's seat. (As a point of information, paragraphs 4-7 have never been invoked on any prior engagement.) *Our client's satisfaction is our bottom line—and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.*

CONCLUSION:

We look forward to the possibility of working with the Poudre River Public Library District to help you find your next Executive Director. If you have questions or need clarification on any aspect of the proposal, please let us know.

BRADBURY ASSOCIATES/GOSSAGE SAGER ASSOCIATES

Daniel J. Bradbury (Electronic Signature ■)
Managing Partner

Jobeth Bradbury (Electronic Signature ■)
Owner

We hereby accept the foregoing proposal (pages 1 – 11).

By _____

Title _____

Date _____

**The final schedule and specific details of this engagement may be modified
by an addendum to this agreement.**

**ATTACHMENT I:
TENTATIVE SEARCH SCHEDULE TIMELINE
POUDRE RIVER PUBLIC LIBRARY DISTRICT**

Please see below our estimated timeline for your Library search process. If we are selected to help you find your next Executive Director, we will establish a firm search schedule during our first meeting with the Search Committee. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following timeline represents an illustrative search schedule based on approving the contract in March 2016. The actual target dates will be determined and approved by the Poudre River Public Library District Board/Search Committee.

Activity	Target Date:
Consultants make first visit to Fort Collins; meet with Board, Search Committee and staff; establish definitive work schedule and marketing plan	March 23 & 24 2016
Advertisement is approved by Search Committee	April 1 2016
Post ads, actively recruit candidate pool	Apr. 2 – May 22 2016
Applications Close	May 22 2016
All candidate documents sent to Search Committee	May 23 2016
All pre-screening interviews (by consultants) completed	May 25 2016
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists-2 hour meeting (consultants present in Fort Collins)	May 31 2016
Semi-final Interviews on Site or via Skype w/search committee- (consultants present in Fort Collins)	June 6 & 7 2016
Reference Reports to Board	June 20 2016
Final Interviews on Site (consultants present in Fort Collins)	June 22 & 23 2016
Negotiations Completed	June 30 2016
New Executive Director Start Date	TBD

ATTACHMENT II-REFERENCES

Denver (CO) Public Library (2015)

10 W. Fourteenth Ave. Pkwy.
Denver, CO 80204
Jay Mead, Commission President
jaymead@yahoo.com

Library LinkNJ (2015)

44 Stelton Road, Suite 330
Piscataway, NJ 08854
Jane Crocker, Board/Search Chair
jcrocker@rcgc.edu
Kathy Schalk-Greene, Director
Ksg2140@yahoo.com

Northeast KS Library System (2015)

4317 W. 6th St.
Lawrence, KC 66049
Thad Hartman, Executive Chair
thartman@tscpl.org
Laura DeBaun, System Director
ldebaun@nekls.org

St. Marys County (MD) Public Library (2015)

23250 Hollywood Road
Leonardtown, MD
Carolyn Guy, Chair
Carolyn.guy@mris.com
Michael Blackwell, Director
mblackwell@stmalib.org

Muskegon Area District (MI) Library (2015)

4845 Airline Road, Unit 5
Muskegon, MI 49444
Doug Hughes, Board Chair
doughughes@williamshugheslaw.com
Kelly Richards, Director
krichards@madl.org

William F. Laman (AR) Public Library (2015)

2801 Orange Street
North Little Rock, AR 72114
Vicki Matthews, Chair
vmmatthews@sbcglobal.net
Crystal Gates, Director
Cgates510@gmail.com

Tuscaloosa (AL) Public Library (2015)

1801 Jack Warner Parkway
Tuscaloosa, AL 35401
Harry Shumaker, Chair
Harry_shumaker@ml.com
Rick Freeman, Director
rfeemon@tuscaloosa-library.org

The Westport Library (2015)

20 Jesup Road
Westport, CT 06880
Bill Harmer, Director
bharmer@westportlibrary.org
Melanie Myers, HR Director
mmyers@westportlibrary.org

Carmel Clay Public Library (2015)

55 4th Ave. SE.
Carmel, IN 46032
Ranjit Puthran, Search Chair
ranjitputhran@allstate.com
Carolyn Goolsby, Director
Amalgamated.dirt@gmail.com

Crown Point (IN) Community Library (2014)

122 N. Main Street
Crown Point, IN 46307
Pat Schuster, Board President
schusterlaw@comcast.net
Selina Gomez-Beloz, Director selinagb@comcast.net

Las Vegas Clark County (NV) Library District (2014)

7060 West Windmill
Las Vegas, NV 89113
Jerilyn Gregory, gregoryj@lvccld.org
Ron Heezen, CEO
bookdoc@gmail.com

New Haven (CT) Free Public Library (2014)

133 Elm Street
New Haven, CT 06510
Dave Greco, Search Committee Chair
arteinc@comcast.net
Martha Brogan, City Library Director
marthabrogan@sbcglobal.net

Petoskey (MI) District Library (2014)

500 East Mitchell Street
Petoskey, MI 49770
Christine Gebhard, cgebhard@norcoemh.org

Metropolitan (OK) Library System (2014)

300 Park Avenue
Oklahoma City, OK 73102
Hugh Rice, Search Committee Chair
hughrice8@gmail.com
Tim Rogers, Director, timothyrogers@gmail.com

Romeo (MI) District Library (2014)

6821 Van Dyke Ave.
Romeo, MI 48095
Elizabeth Miller, Search Committee/Board Chair
emmiller71@yahoo.com
John McNaughton, Director
john.mcnaughton@gmail.com

State Library of Iowa (2014)

1112 East Grand Avenue
Des Moines, IA 50319
Dale Vandehaar, Search Chair
dale.vandehaar@dmschools.org
Michael Scott, State Librarian, mscott1970@gmail.com

Pierce County (WA) Library System (2014)

122 N. Main Street
Crown Point, IN 46307
Linda Ishem, Board Chair
lishem@comcast.net
Georgia Lomax, Director,
glomax@piercecountylibrary.org

Boulder (CO) Public Library (2014)

1001 Arapahoe Ave.
Boulder, CO 80302
Jane Brautigam, City Manager
brautigamj@bouldercolorado.gov
David Farnan, Library & Arts Director
farnandavid@hotmail.com

Ohio Township (IN) Public Library (2014)

4111 Lakeshore Dr.
Newburgh, IN 47629
Blake Larson, Search Committee Chair
WBLarson@ptsb-in.com
Trista Smith, Director, tristan13@gmail.com

Greenwich (CT) Library (2014)

101 West Putnam Avenue
Greenwich, CT 06830
Barbara Omerod-Glynn, Executive Director
bglynn@greenwichlibrary.org

Providence (RI) Public Library (2013)

150 Empire Street
Providence, RI 02903
Rob Taylor, President, rkt@PSH.com
Jack Martin, CEO; hillias@gmail.com

Sonoma County (CA) Library (2014)

211 E. Street
Santa Rosa, CA
Tim May, Commissioner/Search Committee Chair
mityam@sonic.net
Brett Lear, Director, brettwadelear@gmail.com

Mid-Hudson (NY) Library System (2013)

103 Market St.
Poughkeepsie, NY 12601
Peter Hoffman, Board Chair/Search Chair
Hoffmanpr1@aol.com
Tom Sloan, System Director
tsloan@midhudson.org

Southern Tier (NY) Library System (2013)

9424 Scott Road
Painted Post, NY 14870
Maija DeRoche, Search Committee Chair
jderoche@stny.rr.com
Brian Hildreth, Executive Director, hildrethb@stls.org

Rye (NY) Free Reading Room (2013)

1601 Boston Post Road
Rye, NY 10580
Fran Rodilosso, Search Chair & Board President
frodilosso@gmail.com
Chris Shoemaker, Director
cinf0master@gmail.com

Crandall (NY) Public Library (2013)

251 Glen Street
Glens Falls, NY 12801
Kathy Naftaly, Library Director
naftaly@crandalllibrary.org

New Canaan (CT) Library (2013)

151 Main Street
New Canaan, CT 06840
Lydee Conway Hummel, Search Chair
Lyds540@aol.com
Christine Yordan, Board President
Thyme1140@aol.com
Lisa Oldham, Director
Lisa.oldham1@gmail.com

Vigo County (IN) Public Library (2012)

1 Library Square
Terre Haute, IN 47807
Hank Metzger, Search Committee Chair
hank@hankmetzgerlandscape.com

New Jersey State Library (2012)

185 W. State St.
Trenton, NJ 08625
Mary Chute, State Librarian
mchute@njstatelib.org
Mindi Shalita, Associate Vice President
mshalita@tesc.edu

ATTACHMENT III:

SAMPLE ADDENDUM AGREEMENT BETWEEN BRADBURY ASSOCIATES/GOSSAGE SAGER ASSOCIATES AND THE POUFRE RIVER PUBLIC LIBRARY DISTRICT

By signed proposal dated _____, 2016 and acceptance by the Poudre River Public Library District (hereinafter called Library), the Library has entered into an agreement with Bradbury Associates/Gossage Sager Associates (hereinafter called Consultant) to perform an executive search for a new Library Executive Director. That agreement is hereby amended to contain the following provisions, which shall, to the extent they are inconsistent with the terms of the _____, 2016 proposal, supersede the prior provisions:

1. All work performed under this contract shall be performed by or under the direct supervision and control of Dan Bradbury and Jobeth Bradbury as project co-directors.
2. The search schedule as outlined in the original proposal dated _____, 2016 will be superseded by a final schedule to be developed after the _____ 2016 meeting with the Library and mutually agreed to by both the Library and the Consultant.
3. (Add other relevant elements you wish to specify or change and adjust numbers accordingly.)
4. Regardless of which party hereto retains responsibility for conducting criminal and financial background checks on prospective candidates under the agreement, the Library and Consultant will defend and indemnify each other from all claims, lawsuits, administrative actions, and other causes of action arising from the negligence or misconduct of a party hereto in conducting such background checks and/or from the misuse of information obtained from such background checks by either party, its officers, directors, agents, servants, or employees.
5. The Library and Consultant each agree and warrant to each other that (1) any such background checks will be conducted solely for the purposes of evaluating prospective candidates' suitability for employment; (2) before a background check is conducted, the prospective candidate will be provided with and sign a clear and conspicuous written disclosure informing him/her that a criminal and/or financial report may be obtained for employment purposes; and (3) information obtained as a result of such background checks will not be used in a manner that violates any state or federal employment laws or regulations.
6. If a dispute arises between the parties relating to this Agreement, the parties agree to participate in good faith negotiations to resolve the dispute for a period of up to thirty (30) days. If the dispute is not settled during such period, the parties agree that the matter shall be settled by non-binding arbitration held in accordance with the commercial rules of the American Arbitration Association, by a panel of three (3) arbitrators. The parties shall each choose an arbitrator who will then agree on a neutral arbitrator.
7. The Library may terminate this contract at any time with 30 days of advance notice. If the Library terminates the contract as a result of being dissatisfied with the quality or amount of services provided by the Consultant, the Consultant will rely on the collective good judgment of the Library to determine what represents a fair and appropriate level of refund/rebate/discount for the work performed under the agreement.

WHEREFORE, the parties have set their hand this _____ day of _____ 2016.

BRADBURY ASSOCIATES/
GOSSAGE SAGER ASSOCIATES

POUDRE RIVER PUBLIC LIBRARY DISTRICT

By _____

By _____